

# **Renovation, Repair, and Painting (RRP) Firm Certification Application**

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Revised March 1, 2012



**Department of Commerce**

Innovation is in our nature.

**Lead-Based Paint Programs**

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Revised March 1, 2012

# Application Instructions

## Renovation, Repair, and Painting Firm Certification

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Firms performing renovation, repair, and painting projects in Washington State that disturb lead-based paint in pre-1978 homes, child care facilities and schools must be certified and must follow specific work practices to prevent lead contamination. Property owners who perform these projects in pre-1978 rental housing or space rented by child-care facilities must be certified and must follow the lead-safe work practices required by the Renovation, Repair and Painting rule (RRP).

### Who should use this application?

- Firms applying for Washington State RRP certification for the first time.
- Firms wishing to renew their certification for RRP.

**Follow the steps below for completing the application process.**

#### **STEP 1**

Complete the application for *Renovation, Repair, and Painting Firm Certification*.

#### **STEP 2**

Review WAC 365-230 and become familiar with the requirements as they apply to firms and employees. Copies of the WAC are available on our website ([www.commerce.wa.gov/lead](http://www.commerce.wa.gov/lead)).

#### **STEP 3**

Read and sign the Letter of Compliance on the bottom of the application form.

#### **STEP 4**

Mail your application packet with the required \$25 fee for each firm application. Application fee is non-refundable. Send check or money order made payable to Commerce and completed application to:

Department of Commerce  
Lead-Based Paint Programs  
PO Box 42525  
Olympia WA 98504-2525.

**Liability Insurance.** The EPA has said that obtaining liability insurance is a renovator responsibility. (<http://www.epa.gov/lead/training/appendix4.pdf>) Renovator companies are solely responsible for obtaining appropriate insurance for renovation activities, and for ensuring that each employee performing renovation work is properly trained.

### **How to Apply for Re-certification.**

Firms must be re-certified every five (5) years for renovation, repair, and painting activities. To ensure that your firm will be re-certified before its current certification expires, you should submit this application again well before the expiration date.



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# RRP

## Renovation, Repair, and Painting Firm Application

Application must be complete and legible

☐ Initial Certification

☐ Recertification

Certification #: \_\_\_\_\_ (if applicable)

Firm Name: \_\_\_\_\_

Type of Firm: ☐ Contractor ☐ Consultant ☐ Property Management ☐ Other

If you checked Other, please describe: \_\_\_\_\_

Uniform Business Identifier (UBI): \_\_\_\_\_

(Or explain why you do not have one) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street or PO Box

City

State

Zip+4

Physical Location: \_\_\_\_\_

(If different from above)

Street Address

City

State

Zip+4

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Web Site: \_\_\_\_\_

### Documentation Required

- Completed, dated, and original signature on the application.
- Non-Refundable Application Fee: Check or Money Order in the amount of \$25.00 payable to Commerce.

### Other Information

- Applicant certifies that the firm will:
  - employ a Certified Renovator to conduct renovation activities;
  - follow the standards for conducting renovation activities as prescribed in WAC 365-230; and
  - maintain all records as required by the WACs.

*I certify that I have read and shall comply with Chapter 365-230 WAC, and that the information and documentation given in this application is complete and accurate to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Any changes to the information listed in this application must be reported to the Department of Commerce within 30 days.

Mail Completed Application and Fee to: Department of Commerce  
Lead-Based Paint Programs  
PO Box 42525  
Olympia, WA 98504.